

# STUDENT HANDBOOK 2016-2017

THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS



*Founded 1990 for the People of Oklahoma*



# STUDENT HANDBOOK 2016-2017

Students and Parents: The OSSM Student Handbook provides general information about OSSM's history, operations, and expectations for students. The Handbook also broadly describes OSSM's policies. Policies include but are not limited to those defined in the Handbook. Please consult the online version of the Handbook for updates, modifications, refinements, and changes. OSSM may modify or change its policies as circumstances warrant. Though OSSM reserves the right to make changes with no prior notice, its administration and faculty endeavor to work through careful consideration of different points of view and in discussion with populations affected by changes. For students, coming to OSSM means agreeing to follow school policies. Parents are asked to support school policies even when in disagreement with them. Faculty and administration welcome suggestions for change and are committed to considering those suggestions in a serious and thoughtful way.

THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS  
1141 NORTH LINCOLN BLVD.  
OKLAHOMA CITY, OK 73104  
(405) 521-6436



## Administration

Frank Wang, Ph.D.  
Lynn Morgan, B.B.A.  
Xifan Liu, Ph.D.  
Christopher Shrock, Ph.D.  
Pam Felactu, M.A.  
Lori Webster, B.S.  
Rebecca Morris, M.S.  
Shannon Gorbet, B.S.  
Terryl Berryman, M.S.  
Cynthia Brown, M.Ed.  
Carol Bennett, Ed.S.  
Sharon Jorski, M.L.S.

President  
Vice President for Administrative Services  
Vice President for Academic Services  
Dean of Students  
Director of Development  
Director of Public Information  
Director of Admissions, Registrar  
Controller  
Academic Counselor  
College Admissions Counselor  
Residence Hall Director  
Librarian

## Faculty

Kurt Bachmann, Ph.D., Physics  
Monique Baxter, M.A., Humanities  
Sara Bodenstein, M.Div., Mathematics  
Andrew Bucki, Ph.D., Mathematics  
Kelly Chaves, M.S., Humanities  
Brian Chance, Ph.D., Humanities  
Kyler Daugherty, Physical Education  
Virginia Ann Dell, Ph.D., Biology  
Shayne Johnston, Ph.D., Physics  
David Kighuradze, Ph.D., Mathematics  
Mark Y. Li, Ph.D., Biology  
Ruibo Li, Ph.D., Chemistry  
Xifan Liu, Ph.D., Physics  
Jan Post, Ph.D., Chemistry  
Fazlur Rahman, Ph.D., Chemistry  
Brent Richards, Ph.D., Biology  
Amy Roberson, Ph.D., Biology  
Jayanta Rudra, Ph.D., Physics  
Farideh Samadzadeh, Ph.D., Computer Science  
Christopher Shrock, Ph.D., Humanities  
Joseph Skeen, M.A., Humanities  
William Underwood, Ph.D., Geosciences  
Dan Vossen, B.A., Physical Education  
Frank Wang, Ph.D., Mathematics  
Scott Wilkins, M.A., Humanities

## Staff

Sena Brothers, Reception  
Keith Forshee, Maintenance  
Larry King, Computer Science  
Al Shelton, Maintenance

Samantha Chappell, Administration  
Casey Caney, Admissions  
Greg Madden, Maintenance

## Calendar Glossary

**Test Weekend:** A required test, as indicated on the calendar, may be a school test or a standardized test (PSAT, SAT or ACT). Typically, school tests begin at 9:00 a.m. on Saturday mornings and are finished by noon, and students need to be seated for standardized tests before 8:00 a.m. and finish around 12:30 p.m. Students may spend the remainder of the weekend at home or on campus.

**Open Weekend:** There is no required testing on Saturday morning of an open weekend, and students may remain on campus. Students who wish to spend open weekends at home may go on Friday after 3:00 p.m. or after their last academic requirement, whichever is later.

**Extended Weekend:** An extended weekend is three or four days. Typically, students may leave for home on Friday after 3:00 p.m. or after their last academic requirement, whichever is later, and the Residence Hall closes (students must go home) at 7:00 p.m. The Residence Hall reopens at 3:30 p.m. on the day indicated in the school calendar.

***Note on returning to campus after weekends or breaks:** Students are expected to check back into the dormitory after 3:30 p.m. but before their assigned study times (7:00 p.m. for students on Advised Academic Standing and 8:00 p.m. otherwise).*

# 2016-2017

## Fall Semester

Aug 5	Registration Deadline for Sept 10 ACT	
Aug 11-13	Orientation for incoming juniors	
Aug 14	Academic year begins	Students move in by 11:00 a.m.
	Academic Convocation	First Christian Church, 1:00 p.m.
Aug 15	First Day of Classes	
Aug 20	Literature Tests (Juniors and Seniors); PSAT Practice (Juniors)	
Aug 27	Junior Parents' Day	
	Open Weekend (Seniors)	
<b>Sept 3</b>	<b>Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 9/2.
Sept 5	Labor Day	Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Sept 6	Classes Resume	
Sept 10	Math Tests (Juniors and Seniors); PSAT Practice (Juniors)	
	ACT (not administered at OSSM)	
Sept 16	Registration Deadline for Oct 22 ACT	
	Registration Deadline for Oct 1 SAT	
Sept 17	Open Weekend (Juniors and Seniors)	
Sept 24	History Tests (Juniors and Seniors); PSAT Practice (Juniors)	
	End of 1 <sup>st</sup> Grading Period	Reports sent to parents the following week.
<b>Oct 1</b>	<b>Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 9/30.
	SAT	
Oct 3		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Oct 4	Classes Resume	
Oct 7	Registration Deadline for Nov 5 SAT	
	Monday Schedule	
Oct 8	Literature Tests (Juniors and Seniors); PSAT Practice (Juniors)	
Oct 15	Open Weekend (Juniors and Seniors)	
Oct 19	PSAT (Juniors)	
Oct 22	Physics Tests (Juniors)	
	ACT (Seniors)	

<b>Oct 29</b>	<b>Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 9/30.
Oct 31		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Nov 1	Classes Resume	
Nov 3	Registration Deadline for Dec 3 SAT	
Nov 4	Registration Deadline for Dec 10 ACT	
	Monday Schedule	
Nov 5	Math Tests (Juniors and Seniors)	
	SAT (not administered at OSSM)	
	End of 2 <sup>nd</sup> Grading Period	Reports sent to parents the following week.
Nov 12	History Tests (Juniors and Seniors)	
<b>Nov 19</b>	<b>Thanksgiving Break</b>	Residence Hall closes at 7:00 p.m. on Friday, 11/18.
<b>Nov 27</b>		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Nov 28	Classes Resume	
Dec 3	College Essay Session (Seniors)	
	Summer Program and Resume Session (Juniors)	
	SAT (not administered at OSSM)	
Dec 10	Open Weekend (Juniors and Seniors)	
	ACT (not administered at OSSM)	
Dec 12-16	Final Exams	Reports sent to parents during winter break.
<b>Dec 17</b>	<b>Winter Break</b>	Students dismissed after 12:00 p.m. on Friday, 12/16.
<b>Jan 8, 2017</b>		Residence Hall opens at 3:30 p.m. <b>Students report back by 6:00 p.m.</b>

# 2016-2017

## Spring Semester

Jan 3	Registration Deadline for Jan 21 SAT	
Jan 6	Registration Deadline for Feb 11 ACT	
Jan 8	Return to Residence Hall	Residence Hall opens at 3:30 p.m. <b>Students report back by 6:00 p.m. to receive books and schedules.</b>
Jan 9	Spring Semester Classes Begin	
<b>Jan 14</b>	<b>Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 1/13.
Jan 16		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Jan 17	Classes Resume	
Jan 21	SAT (Juniors)	
	Open Weekend (Seniors)	
Jan 28	Literature Tests (Juniors and Seniors)	
Feb 4	Open Weekend (Juniors and Seniors)	
Feb 11	Open Weekend (Juniors and Seniors)	
	ACT	
Feb 17	End of 1 <sup>st</sup> Grading Period	Reports sent to parents the following week
<b>Feb 18</b>	<b>4-Day Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 2/17.
Feb 20	Presidents' Day	
Feb 21		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
	Registration Deadline for Mar 11 SAT	
Feb 22	Classes Resume	
	Monday Schedule	
Feb 25	Math Tests (Juniors and Seniors)	
Mar 3	Registration Deadline for Apr 8 ACT	
Mar 4	Literature Tests (Juniors and Seniors)	
<b>Mar 11</b>	<b>Spring Break</b>	Residence Hall closes at 7:00 p.m. on Friday, 3/10.
	SAT (not administered at OSSM)	
Mar 19		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
Mar 20	Classes Resume	



Mar 25	History Tests (Juniors and Seniors) 8th and 9th Grade Sneak Peek	
Apr 1	Open Weekend (Juniors and Seniors)	
Apr 7	End of 2 <sup>nd</sup> Grading Period	Reports sent to parents the following week.
Apr 8	ACT (Juniors) Literature Tests (Seniors)	
<b>Apr 15</b>	<b>4-Day Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 4/14.
Apr 18		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
	Registration Deadline for May 6 SAT	
Apr 19	Classes Resume	
Apr 21	Monday Schedule	
Apr 22	Math Tests (Juniors and Seniors) OSSM Prom	
Apr 29	Interview Day (Class of 2019) Open Weekend (Juniors and Seniors)	
May 1-12	Advanced Placement Examinations (Administered at OSSM)	
May 5	Registration Deadline for June 10 ACT	
May 6	History Tests (Juniors and Seniors) SAT (not administered at OSSM)	
<b>May 13</b>	<b>Extended Weekend</b>	Residence Hall closes at 7:00 p.m. on Friday, 5/12.
May 15		Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.
May 16	Classes Resume Registration Deadline for June 3 SAT	
May 20	Open Weekend (Juniors and Seniors)	
May 22-26	Final Examinations	Reports sent to parents during the following week.
May 27	Commencement, 10:00 a.m.	
June 3	SAT	
June 10	ACT (not administered at OSSM)	

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# GENERAL INFORMATION

## *History and Mission*

The Oklahoma School of Science and Mathematics (OSSM) was created through legislative action by House Bill 1286 in 1983. Representative Penny Williams, Senator Rodger Randle, and Senator Bernice Shedrick served as key authors of this historic legislation.

The Bylaws adopted by the Board of Trustees of OSSM on February 23, 1987, state that the purposes of the Oklahoma School of Science and Mathematics shall be:

- To foster the educational development of Oklahoma high school students who are academically talented in science and mathematics and show promise of exceptional development through participation in a residential educational setting;
- To develop a residential secondary school which emphasizes instruction in the fields of science and mathematics;
- To develop, evaluate, and disseminate instructional programs;
- To serve all schools and students of the state through research, outreach activities, and teacher training.

Today's OSSM is the result of thirty years of positive vision, hard work, and dedication from governors, legislators, educators, scientists, mathematicians, business persons, and concerned Oklahomans.

OSSM is designed as a two-year, residential public school with an optimum enrollment of approximately 300 juniors and seniors. The school officially opened on September 4, 1990, with an Academic Convocation for the Inaugural Class.

Students, parents, faculty, and staff continue to chart the course of history for OSSM and share the responsibility of growing OSSM's success for future generations of Oklahomans.

## *Philosophy*

OSSM's curriculum provides a scholastic program of excellence in the sciences and mathematics and exemplary instructional programs in physical education and wellness, the humanities, and the arts. Advanced studies in mathematics and all of the science disciplines accommodate student differences, preferences, and competencies.

In addition to the challenging academic curricula, some of the most important learning opportunities for students occur in the residential setting. Informal interaction among peers, together with individual and small group focus on academics, provides an atmosphere that fosters each student's highest potential. Laboratory and classroom facilities, along with evening and weekend programs of special interest, challenge students to tailor their academic programs and stimulate studies.

One key to success for the Oklahoma School of Science and Mathematics is the development and nurturing of an educational community through the integration of academic and residential components. Faculty and staff strive to provide an atmosphere that fosters trust, friendship, and the exchange of ideas. We encourage regular and frequent involvement of parents—individually when the need is felt and collectively in support of the recreational and social programs sponsored by the OSSM Parents Association. *A critical nurturing component of the school has been the active involvement of parents in support of the high academic and professional goals of their children.*

### ***Setting***

The OSSM campus is a 32-acre site near the Oklahoma State Capitol, adjacent to the libraries and research resources of the Oklahoma Health Center. In summer of 2000, OSSM completed a \$25 million building program to complete its facilities. Beginning in 1992, a partnership of over 130 Oklahoma individuals, businesses, government entities, and other organizations restored historic Lincoln School (Manning Academic Center) which boasts ten classrooms, biology labs, faculty offices, and more. Since 1998, students have lived alongside faculty families in the Dan Little Residence Hall, which was finally completed in 2014. The physical education facility opened in 1999. And the 2001-2002 school year saw the opening of both the Senator Bernice Shedrick Library and the Samson Science and Discovery Center, which houses OSSM's physics and chemistry laboratories as well as faculty offices.

The school day runs from approximately 8:00 a.m. to 4:30 p.m. Students follow collegiate-style schedules with typical classes meeting for three hours each week. Evening study time in the Residence Hall is from 8:00 to 10:00 p.m., Sunday through Thursday and Friday preceding tests. Physical education and fine arts classes take place in the early evenings.

### ***Safety and Security***

Student safety is a primary concern of OSSM. Supervision and security are provided throughout the campus. Faculty and staff maintain a high degree

of direct contact with students in order to ensure a safe and secure environment.

- Campus security is handled by a firm under contract to OSSM. They provide security 24 hours a day, 7 days a week when students are present, including a security officer in the Residence Hall during sleeping hours.
- OSSM expects students to be aware of safety issues at all times. Students should not bring large amounts of money or expensive items, such as jewelry, to campus. OSSM does not assume responsibility for lost or stolen property, nor does OSSM insure the property of students.
- Each student is provided with a personal key (magnetic card). The key card provides access to the student's own dorm room, gates, and other campus buildings. Students must pay a \$15 replacement fee for a lost or damaged key card. Each student's key card should be in the student's possession at all times while on campus.
- Access to OSSM buildings, other than the main campus entry at the Senator Bernice Shedrick Library, is controlled by an electro-magnetic lock system. Parents' Visitor Cards permit parents to enter the Residence Hall, Manning Academic Center, and the Senator Bernice Shedrick Library.
- Students are advised to travel in small groups at all times. Each student must play an integral part in her/his own safety. Students who jeopardize their own safety by ignoring or violating school policies may not be ready to live away from their parents or legal guardians.
- In case of inclement weather and other emergencies OSSM may alter its opening and closing times or take other measures to ensure student safety.

### *Cost*

Students attend OSSM free of charge. Tuition, room, and board are provided through the budgetary process of the State of Oklahoma. Textbooks are loaned to the students each semester.

Students are responsible for costs associated with travel to and from home, school supplies, damage to property or facilities, and incidental expenses (phone calls, entertainment, laundry, snacks, photocopies, standardized tests, etc.).

# ACADEMICS

## *Philosophy*

Students chosen to attend OSSM have achieved outstanding academic records in their hometown high schools. The faculty and Board of Trustees of OSSM are committed to enhancing previous knowledge as well as preparing students for future studies. OSSM students experience a well-defined curriculum that encourages discipline and honesty. Paramount to OSSM students receive educational nurturing through both academic and residential components, great challenge coupled with great support.

## *Minimum Academic Requirements*

While in residence at OSSM, all students shall successfully complete:

- One unit of biology, one unit of chemistry, and one and one-half units of physics. (Most classes are half-unit, so one unit is two semester-long classes.) *Students may be permitted to earn the required units in biology, chemistry, or physics in advanced level classes if satisfactory initial competency is shown. Specific standards for acceptable competence are determined by each department.*
- A minimum of two units of mathematics, inclusive of two semesters of calculus. Students with strong mathematics backgrounds will be expected to complete multivariate calculus. *Computer science courses do not fulfill the mathematics requirement.*
- One-half unit of computer science.
- One unit of electives which may be selected from the sciences, mathematics, or computer science.
- Two units of the same foreign language. It is recommended that students continue their foreign language instruction at OSSM. If two years of high school foreign language have been successfully completed at the student's home school, an additional two elective units are required while in residence at OSSM in advanced levels of the same foreign language, another foreign language, computer science, mathematics, or science courses.
- One unit of fine arts and two units of physical education.
- Community and campus service with satisfactory participation reports in both service areas.

*Listing of the OSSM Minimum Academic Requirements:*

<u>Discipline</u>	<u>Units</u>
Biology	1
Chemistry	1
Physics	1.5
Mathematics	2
Computer Science	0.5
Electives	1
English	2
History	2
Foreign Language	2
Physical Education	2
Fine Arts	1
Community and Campus Service	
Total Requirements	16

The list above outlines OSSM's minimum academic requirements. Most students far exceed them. Specifically, most students are enrolled in at least seven (7) academic classes plus physical education each semester and fine arts for two semesters. In exceptional situations, the Vice President for Academic Services may grant a student a reduced academic load.

***Academic Integrity Code (AIC)***

Academic honesty is the hallmark of any fine academic community, and OSSM students are expected to embrace this principle. The Bylaws adopted by the Board of Trustees of Oklahoma School of Science and Mathematics state the purposes of OSSM. The first is "to foster the educational development of Oklahoma high school students who are academically talented in science and mathematics and show promise of exceptional development through participation in a residential educational setting" (see "History and Mission" under "General Information"). Educational development requires that each student perform his/her own work (exceptions noted below) and present that work to faculty members in a form conducive to candid assessment.

**1. Policy Outline**

Any work submitted as a project or report or for an examination, test, or quiz must be the student's own work.

Copying, using "crib" sheets, storing information in calculators or computer memories, or any unacceptable activity that gives a student or group of students an unfair advantage over others is cheating and will not be tolerated.



Formal acknowledgement must be given in assigned papers for ideas or information that belongs to someone else, whether quoted, summarized, or paraphrased. Proper documentation of source material is required. The Humanities faculty recommends the Modern Language Association (MLA) and Chicago style guides for students to use in documenting sources and preparing papers. Other departments may require different documentation styles more suitable to their respective subject matters.

Falsification of grade reports, exam papers, essays, transcripts, computer reports, college application forms, attendance records, or other academic documents is academic dishonesty and will not be tolerated.

Cheating may result in failure or expulsion.

2. **Penalties** - Every student accused of academic dishonesty has the right to an explanation by the relevant instructor(s), of the nature of the case brought against him/her. The instructor retains the right to assign a penalty appropriate to the severity of the infraction. Such penalties include extra or make-up assignments, failing marks for dishonest work, and/or a failing grade for the course. The instructor may consult with colleagues or the Vice President for Academic Services before assigning a penalty.

Particularly egregious cases may be referred for a parent conference and/or review by the Dean of Students or Academic Committee, which offers a recommendation to the Vice President for Academic Services. The Vice President for Academic Services then makes a final ruling, taking into consideration the Dean or Committee's recommendation. Such review could lead to course failure, removal of academic honors, or expulsion. The affected student(s) or parent(s) may appeal the ruling to the President of OSSM. See "Procedure for Major Infraction of School Policies or Rules" under "Policies, Practices, and Procedures" for more information.

3. **Types of Academic Dishonesty** – The following actions violate OSSM's standards of intellectual integrity. This list is not exhaustive.

- Theft, destruction, or distribution of exam material before administration. In this context, "exam material" is anything acting as a prompt for student work submitted for a grade and review of which would assist the student in completing the assignment, disadvantage other students attempting the same assignment, or disrupt the administration of the exam in any way.
- Unacceptable exam conduct. Such conduct includes but is not limited to copying from other students' exam answers; referencing excluded texts, aids, papers, and notes; exceeding exam time limits; and retaining exam papers or answers after the testing session. Unauthorized discussion between students during

a timed exam may be considered an attempt at cheating, no matter the content of the actual discussion.

- Dual submission. Either (a) resubmission of previously graded work in a different class, section, grading period, or year or (b) the simultaneous submission, for two or more classes, of a single work, unless authorized by each instructor affected.
- Assignment collaboration not authorized by the relevant course or lab instructor.
- Falsification or misrepresentation of grade reports on exam papers, essays, transcripts, computer reports, college application forms, attendance records, or other academic documents.
- Plagiarism. This is the representation of someone else's ideas, written or spoken, as one's own.

4. **Types of Plagiarism** – Because all ideas are in fact borrowed in one form or another, it is often difficult to determine where acceptable borrowing ends and unacceptable ("plagiarism") begins. The following categories and examples attempt to provide concrete guidance on this matter. This list is not exhaustive.

- Copying the work of others and failing to cite to give credit
- Incorrect or falsified citations to sources used
- Treating specialized information as general knowledge
- Failure to cite exceptional or stylized wording of general knowledge
- Copying another student's homework even with his/her permission
- Cutting and pasting from the Internet into one's own work
- Acquiring an entire paper from another, including another student
- Selling or giving one's own work to a fellow student or another party to be used in misrepresenting someone's intellectual work
- Aiding a fellow student or another party in doing any of the above

5. **Examples of Some Plagiarism Types** – Plagiarism in writing commonly takes one of the forms illustrated in Examples A through D below. Example E demonstrates an acceptable paragraph. Examples B, D, and E are taken from *The Random House Handbook* by Frederick Crews, New York: Random House, 1984, pp. 405-406.

## Source or Original Text

The joker in the European pack was Italy. For a time hopes were entertained of her as a force against Germany, but these disappeared under Mussolini. In 1935 Italy made a belated attempt to participate in the scramble for Africa by invading Ethiopia. It was clearly a breach of the covenant of the League of Nations for one of its members to attack another. France and Great Britain, as great powers, Mediterranean powers, and African colonial powers, were bound to take the lead against Italy at the league. But they did so feebly and half-heartedly because they did not want to alienate a possible ally against Germany. The result was the worst possible: the league failed to check aggression, Ethiopia lost her independence, and Italy was alienated after all.

J. M. Roberts, *History of the World*. (New York: Knopf, 1976), p. 845.

### *Example A: Word-for-word copying, without quotation or citation*

The joker in the European pack was Italy. For a time hopes were entertained of her as a force against Germany, but these disappeared under Mussolini. In 1935 Italy made a belated attempt to participate in the scramble for Africa by invading Ethiopia. It was clearly a breach of the covenant of the League of Nations for one of its members to attack another. France and Great Britain, as great powers, Mediterranean powers, and African colonial powers, were bound to take the lead against Italy at the league. But they did so feebly and half-heartedly because they did not want to alienate a possible ally against Germany. The result was the worst possible: the league failed to check aggression, Ethiopia lost her independence, and Italy was alienated after all.

Plagiarism. In this example the writer copied Robert's paragraph verbatim as her own without acknowledgment.

### *Example B: Paraphrasing with word-for-word copying, without quotation but with citation*

Italy was the joker in the European deck. Under Mussolini in 1935, she made a belated attempt to participate in the scramble for Africa by invading Ethiopia. As J.M. Roberts points out, this violated the covenant of the League of Nations.<sup>1</sup> But France and

Britain, not wanting to alienate a possible ally against Germany, put up only feeble and half- hearted opposition to the Ethiopian adventure. The outcome, as Roberts observes, was "the worst possible: the league failed to check aggression, Ethiopia lost her independence, and Italy was alienated after all." <sup>2</sup>

<sup>1</sup> J. M. Roberts, *History of the World*. (New York: Knopf, 1976), p. 845.

<sup>2</sup> Roberts, p. 845.

Plagiarism. In this example the writer included two correct citations to the source but failed to cite or place in quotations other phrases borrowed verbatim. For example: "made a belated attempt to participate in the scramble for Africa by invading Ethiopia" and "to alienate a possible ally against Germany."

*Example C: Unacceptably close paraphrase*

Hopes were entertained that Italy would be a force against Germany. Under Mussolini in 1935, with the invasion of Ethiopia, Italy breached the covenant of the League of Nations which prohibited one of its members from attacking another. Opposition should have come from the great powers, Mediterranean powers and African colonial powers from within the league. Not wishing to alienate a possible ally against Germany the response was both feeble and half-hearted. The failure of the league to check aggression resulted in the loss of independence for Ethiopia and the alienation of Italy.<sup>1</sup>

<sup>1</sup> J. M. Roberts, *History of the World*. (New York: Knopf, 1976), p. 845.

Plagiarism. In this example the writer gives proper credit to Roberts as a source. The original is paraphrased so that no sentence has been reproduced word for word. However, the paraphrasing follows the same argumentative progression as the original and repeats key phrases without proper acknowledgment. For example: "force against Germany;" "covenant of the League of Nations," "Mediterranean powers and African colonial powers;" "alienate a possible ally against Germany;" and "check aggression."

*Example D: Unacknowledged borrowing of key terms or phrases*

Italy, one might say, was the joker in the European deck. When she invaded Ethiopia, it was clearly a breach of the covenant of

the League of Nations; yet the efforts of England and France to take the lead against her were feeble and half-hearted. It appears that those great powers had no wish to alienate a possible ally against Hitler's rearmed Germany.

Plagiarism. In this example the writer continues to use Roberts' argument and also key terms and phrases that may be exceptional or specialized writing of common knowledge without proper acknowledgment. For example: "joker," "feeble and half-hearted" are exceptional; "breach of the covenant of the League of Nations," "to take the lead against," and "alienate a possible ally" are key phrases.

*Example E: Acceptable reworking of text*

Below is an example of a non-plagiarized paragraph taken from *The Random House Handbook* by Frederick Crews, New York: Random House, 1984, pp. 405-406.

Much has been written about German rearmament and militarism in the period 1933-39. But Germany's dominance in Europe was by no means a foregone conclusion. The fact is that the balance of power might have been tipped against Hitler if one or two things had turned out differently. Take Italy's gravitation toward an alliance with Germany, for example. That alliance seemed so very far from inevitable that Britain and France actually muted their criticism of the Ethiopian invasion in the hope of remaining friends with Italy. They opposed the Italians in the League of Nations, as J.M. Roberts observes, "feebly and half-heartedly because they did not want to alienate a possible ally against Germany".<sup>1</sup> Suppose Italy, France, and Britain had retained a certain common interest. Would Hitler have been able to get away with his remarkable bluffing and bullying in the later Thirties?

<sup>1</sup> J. M. Roberts, *History of the World*. (New York: Knopf, 1976), p. 845.

No plagiarism. In this example the writer properly acknowledges the use of one of Roberts' idea working it into their own argument of the facts.

6. **Policy Scope** – All references to plagiarism in this document apply to print, electronic, digital, audio or graphic mediums, including but not necessarily limited to, material published or unpublished available via e-mail, website, chat forum, database, online books and periodicals whether amateur or professional.

## 7. **Bibliography**

Crews, Fredrick. *The Random House Handbook*, 4th ed. New York: Random House, 1984.

Roberts, J.M. *History of the World*. New York: Knopf, 1976.

*The Chicago Manual of Style*, 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.

OSSM recognizes that cooperation with teachers and other students is sometimes helpful in learning. If a professor grants permission, students may work together in completing some out of class assignments and homework. If a student has questions regarding academic honesty, including the AIC, the student's faculty advisor or professor should be consulted. *It is better to seek permission early rather than forgiveness late.*

### ***Attendance***

Attendance is critical for academic performance. The OSSM attendance policy emphasizes student preparedness, class participation, and careful planning when absences are necessary. Excused absences from class and other required activities, including the regular school day, must be approved by the Dean of Students. Students are expected to

- Attend all classes, tests and examinations, evening study hours, laboratories, and other all-school activities (assemblies, field trips, special events, community service, etc.);
- Be on time for all classes and activities;
- Arrange to make up missed assignments, preferably before the absence takes place;
- Submit absence requests in a timely manner [usually five days before the absence (students may occasionally leave with parents or guardians extemporaneously if it does not interfere with class attendance or coursework)];
- On open and extended weekends, remain on campus until 3:00 p.m. or after her/his last academic requirement, whichever is later;
- In case of longer absences due to illness, submit a doctor's note.

Unexcused absences are major infractions and subject to disciplinary action (see "Procedure for Major Infraction" under "Policies, Practices, and Procedures"). The Dean of Students reserves the right to deny requests for excused absences, especially in the interest of a student's academic welfare. In emergency situations, excused absences may be granted by any member of the Residence Life Staff, the Vice President for Academic Services, or the President.

Attendance and completed work are required for a student to receive academic credit at OSSM. Extended absences, even for legitimate reasons such as illness, may result in a junior not being invited back for senior year or a senior being unable to graduate.

It is the student's responsibility to turn in all assignments and meet all academic requirements at the designated time. Failure to do so will obligate the student to meet with her/his professor(s) regarding any missed work. Late work is subject to penalty.

### ***Grading Scale***

Each student at OSSM is evaluated on her/his academic progress by examinations, laboratory tasks and reports, homework and quizzes, projects, and/or other learning activities. Grades on all records are reported as numeric values.

OSSM faculty and administration use the following scale in evaluating student performance:

90 - 100	A
80 - 89	B
70 - 79	C
< 70	No Credit

Transcripts are issued along with the following recommended grading scale for use by colleges, universities, potential employers, and other external parties. External parties may choose not to use this scale.

87 - 100	A
77 - 86	B
70 - 76	C
< 70	No Credit

### ***Progress Reports***

Grades are reported six times during the academic year.

Progress reports include grades, brief descriptions of topics covered during reporting periods, and notes concerning students' academic strengths and weaknesses. Areas that may be assessed include:

- Cooperation with faculty and peers
- Preparation for class and laboratory
- Effort in task completion and participation in in-class activities
- Study skills
- Progress towards completion of the Community and Campus Service requirements

Additional comments and suggestions are integral parts of progress reports. Parental assistance is sometimes requested to aid students' success at OSSM.

### ***Community and Campus Service***

OSSM expects students to recognize and appreciate the extraordinary opportunities provided them by the people of Oklahoma. In particular, students should express gratitude to their communities and state through service and a spirit of volunteerism. Service requirements for graduation:

- Each student must complete sixty (60) hours of community service to Oklahoma based community service organizations.
- Each student must complete sixty (60) hours of school service to the OSSM campus.
- Service to one's family (babysitting a sibling or cutting grandmother's grass), religious proselytizing or ceremonial rites, service to for-profit institutions, and time spent on personal care (eating, sleeping, bathing) do not count toward the graduation requirements.
- Travel time generally does not count toward the graduation requirement.
- Service must be performed and documented between June 1 of the year the student is admitted to OSSM and six weeks prior to the student's graduation.

*OSSM encourages students to perform community service in their hometowns and to pursue service opportunities that complement their studies and career ambitions.* The Residence Hall Director coordinates community and campus service programs. Students who complete significantly more than the minimum requirements may become eligible for the President's Volunteer Service Award.

### ***Mentorship and Special Projects***

OSSM's mentorship program gives students opportunities to work on research projects with professional scientists and technologists, typically outside OSSM. Mentorships are available in students' senior year, and some even begin in the second semester of their junior year. Details on the mentorship program are provided by Mentorship Coordinator Dr. Brent Richards who coordinates this program.

In a mentorship, student performance is assessed by the student's mentor and the Mentorship Coordinator. A student participating in a special project is evaluated by a designated OSSM faculty advisor. A written



progress report is given during the semester. The student receives a final grade and credit upon completion of the mentorship/project.

### ***Academic Expectations***

Each student is expected to maintain at least an 80 average while at OSSM. Students work with advisors, counselors, and professors to ensure this level of performance. A final grade below 70 will result in no credit given for the course.

The academic progress of each student is reviewed throughout the school year by the OSSM faculty, Academic Committee, and Vice President for Academic Services.

### ***Advised Academic Standing***

A student with (a) a failing grade (below 70) in a course, (b) grades below 80 in three or more courses, or (c) an overall average below 80 for a grading period is placed on Advised Academic Standing. In cases where a reduced academic schedule has been permitted, Advised Academic Standing is warranted should a student earn two or more grades below 80.

Advised Academic Standing includes Structured Study and is allowed generally for only one semester during the student's tenure at OSSM. Removal of this probationary status and return to academic good standing may be granted by the Vice President for Academic Services on the recommendation of the Academic Committee.

The Academic Committee is composed of eight (8) members: one each from the Biology, Chemistry, Computer Science, Humanities, Mathematics, and Physics Departments together with the Vice President for Academic Services. The Dean of Students, Academic Counselor, and Director of Admissions are *ex officio* members. The Committee is reconstituted each school year.

### ***Structured Study***

Structured Study is implemented to help students develop better study habits and to ensure a focused study environment. It requires that the student begin evening study by 7:00 p.m. and work in a designated area each school night. Structured study students are expected to work individually with special attention to classes in which they are underperforming. Computers and other potential distractions are prohibited. Students placed on Structured Study may also be assigned to special study regimens during the regular school day, evenings, or weekends.

An OSSM student may be placed on Structured Study for any of the following reasons:

- A grade of 69 or below during any grading period
- Three or more grades of 79 or below during any grading period
- A recommendation by one or more of the student's professors

### ***Academic and Disciplinary Probation***

Failing to meet academic or behavioral expectations may result in a parent conference. The purpose of the conference is to determine with parents whether and under what conditions a student may continue attending OSSM (see also "Procedure for Major Infraction" under "Policies, Practices, and Procedures").

At the parent conference, the student may be placed on Academic or Disciplinary Probation. Probation requires the student to meet certain conditions in order to continue attending OSSM. If probationary conditions are not met, designated school officials—typically the Vice President for Academic Services, Dean of Students, or Academic Committee—may ask the student to leave and return to his or her home school without calling an additional parent conference. Details of a student's Probation are established at the parent conference. A student on Probation is ineligible to participate in extracurricular school activities (like Student Council or rowing team).

Students who do not meet OSSM's academic and behavioral expectations may be asked to leave and return to their home schools.

# STUDENT SERVICES

## *Advisor*

Each student is assigned an advisor. The responsibilities for each advisor include:

- Assisting in registration for courses.
- Advising students on appropriate studying techniques.
- Monitoring the student's overall performance in both academic and residential life.

## *Guidance and Counseling*

Guidance and counseling services support OSSM's mission by addressing the academic and personal needs of the students.

Services include individual and/or group sessions on specific topics such as career development, test anxiety, study skills, time management, and preparation for national standardized testing programs. Students also receive help with the college admissions process and special information on scholarship and financial assistance for post-secondary education. To facilitate the student's transition from high school to college, the Guidance and Counseling Department

- Provides resource materials pertinent to colleges and universities across the United States.
- Assists students and parents in understanding the costs associated with financing a college education.
- Advises students and parents on accessing assistance through institutional and private scholarships, state and federal financial programs.
- Provides access to college representatives to visit with students.
- Establishes a network of admission representatives and/or local area contact persons to act as liaisons to individual colleges and universities.
- Provides students with information and assistance regarding the timeliness of application, scholarship, and financial aid deadlines.

## ***National Testing Programs***

Achievement and aptitude tests are used by colleges and universities for purposes of determining admission, class placement, and scholarship eligibility.

OSSM School Code:	372-684
ACT Test Center Code:	063210
SAT Test Center Code:	37152

OSSM students are required to sit for the following examinations:

PSAT for juniors	Wednesday, October 19, 2016
ACT for seniors	Saturday, October 22, 2016
SAT for juniors	Saturday, January 21, 2017
ACT for juniors	Saturday, April 8, 2017

PSAT (Preliminary Scholastic Aptitude Test/National Merit Qualifying Test): The PSAT is a multiple-choice test that measures verbal and mathematical reasoning abilities important for success in college.

ACT (American College Test): Students can register to take one of the two test options, the ACT Assessment or the ACT Assessment Plus Writing. ACT Assessment: Four multiple-choice tests in English, Mathematics, Reading, and Science Reasoning. ACT Assessment Plus Writing: Four multiple choice tests in English, Mathematics, Reading, and Science Reasoning plus a fifth test in writing. The ACT also includes an educational/biographical questionnaire and a career-referenced interest inventory. The ACT web site, [www.act.org](http://www.act.org), has additional information as well as online registration.

ACT Testing Schedule 2016-2017:

<u>Test Dates</u>	<u>Regular Registration</u>	<u>Late Registration</u>
09-10-16 (not at OSSM)	08-05-16	08-09-16
10-22-16	09-16-16	09-30-16
12-10-16 (not at OSSM)	11-04-16	11-18-16
02-11-17	01-06-17	01-20-17
04-08-17	03-03-17	03-17-17
06-10-17 (not at OSSM)	05-05-17	05-16-17

The SAT consists of three main sections, including an optional 50-minute essay, each timed separately: Reading (55 minutes), Writing and Language (35 minutes) Math tests in two sections. The first Math section is without calculator (25 Minutes) and the second section is with calculator (55minutes). The two main sections (ERW and Math) of the SAT are scored on a scale of 200-800, and the total score is the sum of the two sections.

SAT II: Subject Tests. These tests are designed to measure knowledge in specific subject areas. All Subject Tests are one hour. The writing test has 40 minutes of multiple-choice questions and one 20-minute writing sample. Some colleges require SAT II Subject Tests.

NOTE: SAT and SAT II Subject Tests cannot be taken on the same day. See [collegereadiness.collegeboard.org/sat](http://collegereadiness.collegeboard.org/sat), for additional information and online registration. Also, register early for SAT to ensure a seat at the location of your choice.

#### 2016-2017 SAT and SAT II Program Test Dates

Test Dates	Test	Regular Registration	Late
10-01-16		09-16-16	09-20-16
11-05-16 (not at OSSM)		10-07-16	10-25-16
12-03-16 (not at OSSM)		11-03-16	11-22-16
01-21-17		01-03-17	01-10-17
03-11-17 (not at OSSM)		02-21-17	02-28-17
05-06-17 (not at OSSM)		04-18-17	04-25-17
06-03-17		05-16-17	05-24-17

AP (Advanced Placement Examinations): AP test dates are May 1 through May 13, 2017. These examinations give students an opportunity to gain advanced placement and credit in college. Any student interested in taking AP examinations must discuss this intent with her/his advisor and professor.

Fees for national testing programs vary and are assessed by the individual testing agencies. Families pay the fees for PSAT, SAT, ACT, and AP tests. The Vice President for Academic Services, Dean of Students, or Academic Counselor should be advised of any financial hardships or special situations.

#### ***Library Services***

The OSSM library is a full service library housing digital and print resources including a print collection of over 12,000 volumes as well as databases, journals, reference materials, and reserves for in-library use. Two librarians provide individual reference assistance and group instruction in research methods and procedures. The library is spacious and provides a quiet atmosphere conducive to study and research.

Texts required for classes at OSSM are loaned through Library Services at no cost to the student. Students are required to cover textbooks issued to them with paper covers and exercise care in their use. Students may not write in textbooks including highlighting. Although it is not required, parents and students are welcome to purchase or borrow additional copies

of textbooks and study aids from non-OSSM vendors. OSSM does not condone the illegal acquisition, sharing, or use of copyrighted materials. For OSSM's policy regarding violations of federal laws, including copyright infringement, see "Behavioral Expectations" under "Policies, Practices and Procedures."

Students are expected to learn and exercise good library etiquette. Students may not remove items without checking them out and returning them in a timely fashion. Reference items should remain in the library at all times. If items, including textbooks, are lost or damaged, the responsible student must compensate the library accordingly. Parents and students are asked to acknowledge the policy on paying for lost or damaged books in writing.

Students are encouraged to bring their hometown library cards with them as well as obtain library cards from the Metropolitan Library System of Oklahoma City after relocating to the OSSM campus.

### ***Office of Registrar***

Students may request official OSSM transcripts by filing a transcript request form with the Registrar or a Counselor. OSSM transcripts include grades from the student's home high school and scores from standardized tests taken at OSSM. Students may also request a form verifying his/her enrollment and reading ability for use in applying for a driver's license. Once a student graduates, OSSM reserves the right to charge a fee for transcripts.

A student withdrawing from OSSM must clear her/his library account (return textbooks and other loaned materials and pay outstanding penalties) and the Residence Hall (remove personal belongings from campus, pass a thorough room inspection, and pay for any damages). The student's keycard must be returned in working condition. In writing, the student should provide the Registrar with the name and address of the school at which the student plans to continue. Until these conditions are satisfied, OSSM cannot send an official transcript on the student's behalf.

### ***Food Service***

Food service is provided to students by contract with a food service company. OSSM students take most meals in the Great Hall. Meal hours are as follows:

#### Monday through Friday:

Breakfast: 7:15 a.m. - 8:30 a.m.

Lunch: 11:20 a.m. - 12:45 p.m.

Dinner: 5:30 p.m. - 6:30 p.m.

#### Saturdays:

Breakfast 7:15 a.m. - 8:30 a.m.

Lunch 12:00 noon - 1:00 p.m.

Dinner 5:30 p.m. - 6:30 p.m.

#### Sundays:

Brunch: 12:00 noon - 1:00 p.m.

Dinner 5:30 p.m. - 6:30 p.m.

Family members are welcome to eat with their students. However, meals for guests (including family members of students) must be purchased.

Cafeteria food and tableware may not be removed from the dining area. Appropriate behavior and dress in the dining and food service area are required at all times.

Food service operates a snack bar on a cash basis during evening hours.

# RESIDENCE LIFE

## *Philosophy*

The residential component of OSSM operates in support of the high academic achievement expected of the students. OSSM provides essential safety, shelter, supervision, food service, health care needs, and recreation. The Residence Hall is a home away from home for students and the home of resident faculty and staff and their families. OSSM has the same high expectations of students in the residential component of their lives at school as in the academic arena. Students need a safe, secure, and civil environment for intense academic work and relaxation.

The Dean of Students, Residence Hall Director, Resident Faculty, and Evening Receptionists comprise the Residence Life Staff. The staff acts as the focal point for information in the Residence Hall and supervises students after school and on weekends. Resident professionals strive to provide a safe environment, strengthen dedication to high academic performance, create a network for support, and foster a sense of community for students in the Residence Hall complex. The Residence Life Staff is composed primarily of OSSM faculty, so the residential environment functions as an extension of the classroom.

## *Residence Hall Facilities and Hours*

The Residence Hall includes two boys' dormitories, two girls' dormitories, and the Great Hall (a common dining and multi-purpose area). There is also a basement storm shelter that serves as a recreation room and occasional classroom. Its walls feature a mural by Dr. Bob Palmer.

Each dormitory floor of the Residence Hall has a common lounge/study area equipped with networked computers, telephone, a coin-operated washer and dryer, ironing board, vacuum cleaner, and cleaning supplies.

Students share rooms. OSSM provides a bed, mattress, desk, chair, chest of drawers, wastebasket, and blinds. There are two closets in each room. Furnishings may not be removed from rooms to accommodate furniture brought from home. Furnishings in the common areas of the dormitory are not permitted to be used in student rooms. Flooring is vinyl tile in student rooms. Student rooms are also equipped with two computer network connections. Each room has an independent temperature control.



OSSM encourages students to make use of its academic buildings and related resources. Therefore, student access to residential facilities is limited during the school day. The Residence Hall is open to students before school hours, at lunch time, and after school. A typical school day begins at 8:00 a.m., although seniors without 8:00 a.m. classes may remain in the Residence Hall until 8:45 a.m. At lunch, the Residence Hall usually opens from 11:20 a.m. to 1:00 p.m. Once finished with class, seniors may return to the dormitories at 3:30 p.m., juniors at 4:00 p.m. Students needing to leave campus when the Residence Hall is closed should plan to sign out directly from the Manning Academic Center (see “Off Campus Sign In/Out” under “Policies, Practices and Procedures”).

### ***Approved and Non-approved Items***

Some items that students need to bring: are: twin sheets (standard size), pillow, pillow cases, blankets, towels, hangers, alarm clock with battery back-up, desk lamp (no halogen lights permitted), personal care items, shower shoes, bathrobe, laundry hamper, laundry detergent, general school supplies (pens/pencils, ruler, notebooks and paper, etc.), sturdy backpack/book bag.

Students may also bring: mattress cover, bedspread, clothes iron, nonstick shelf paper for dresser drawers, radio, non-amplified musical instruments, storage containers, hanging file folders, small plastic bags for wastebasket, emergency sewing kit, closet organizer/shoetree, throw rug/area rug, footstool (if the student can't reach the top shelf), small freestanding bookcase. Sound from radio/musical instruments must not be disturbing to others.

Posters/pictures may not be hung using hammer and nails, tape, or strong adhesives. Items may be affixed to the wall using yellow or white plastitak or damage-free mounting adhesives. Please do not use blue tack as it stains the walls, and follow product instructions when removing other adhesives. Posters and other paper wall hangings must be limited to 20% of wall space inside the room. Nothing should be affixed to the ceiling, windows, or woodwork. Families are responsible for damage to paint, varnish, etc.

*The following items are **not permitted**:*

- Appliances
- Exercise equipment
- Gaming consoles and accompanying equipment
- Illegal substances and objects, including drug paraphernalia
- Pornography and entertainment items that feature violence, drug-related, sexual or otherwise offensive content

- Televisions
- Weapons and hand tools
- Wireless networking equipment (disable wireless network devices on personal computers)
- Furniture items designed to accommodate more than one person (all dorm room furniture is single-person) or the moving of which is likely to damage Residence Hall facilities
- Chemicals and dangerous scientific equipment
- Inflammable, flame producing, and supporting objects
- Posters or other media that promote the use of alcohol, tobacco, or drugs

### ***Cellular Devices***

Cellular devices, including phones and tablets, are generally prohibited from student use, especially during the school week and at special events and presentations. Unless they create a community disruption, students in good standing may have their cellular devices before evening check-in on Fridays of open weekends, Saturdays after tests, or Sundays. Students may also check out their phones for off-campus trips, except in the case of mentorships. (Mentorships are for-credit academic courses, so distractions are discouraged. Each mentorship student is issued a list of phone numbers for use in case of emergency. Students may obtain emergency access to telephones at their mentorship locations or from an OSSM faculty member.)

Students should check cell phones at the front desk when returning from off campus. The Resident Life Staff labels each student's phone with the student's name and the Residence Hall phone number. Please do not remove this label, and seek a replacement if it becomes worn.

### ***Moving In and Out of the Residence Hall***

OSSM dormitory rooms and furniture should be returned in the same condition as issued. When students move into the dormitory, each student receives a Room Inventory Form. Students inspect rooms and note any existing damage to the space or its furnishings in writing on the form. Resident Faculty also note damages and sign the form. When students move out of the room, Resident Faculty inspect the room again, and exiting occupants are responsible for new damages.

When students move out, they are responsible for cleaning the room. There may be a charge for cleaning if the occupants do not clean the room. Harsh chemicals, abrasives, or solvents should not be used. Mild detergents and

other appropriate materials for this purpose are provided. Students should not attempt repairs to OSSM property.

### ***Housekeeping and Maintenance***

Students are responsible for cleaning their own rooms. Residence Life Staff conduct weekly room inspections. Students may be present during the inspection. If a room does not pass inspection, students have a maximum of 24 hours to correct problems. Residence Life Staff may perform additional inspections for cleanliness without notice.

Students are assigned various Residence Hall housekeeping duties on a rotating basis and earn campus service credit for their efforts. Students help maintain common areas of the Residence Hall. Light cleaning supplies are kept on each floor of the dorm for use by students.

OSSM contracts for most other housekeeping and maintenance.

### ***Roommate Selection***

The Director of Admissions assigns roommates prior to the beginning of each school year based on information submitted through admissions for new students and from seniors. The Dean of Students makes or changes room assignments during the year as needed. If roommate concerns arise, the student is encouraged to discuss the situation with a member of the Residence Life Staff.

### ***Study Time, Quiet Time, and Lights Out***

OSSM's daily schedule is tailored to learning, study, and personal growth. Each school night (Sunday through Thursday and Friday preceding tests) has a designated time for study. Study hours are usually from 8:00 p.m. to 10:00 p.m. Students are expected to use this time exclusively for study and the completion of assignments.

Students may study in their rooms with their doors open or in common areas of the dormitory. Faculty are available during study time to work with individual students or with small groups. Some students choose to work in groups, and a collaborative effort is encouraged. However, students who choose to study in groups must be sensitive to their noise levels so they do not distract others and remain focused on schoolwork. Whispering is appropriate for dormitory lounges and student rooms. Larger study groups should meet in the Great Hall so as not to disturb dormitory floors.

Quiet time is between the hours of 8:00 p.m. and 7:00 a.m. the following morning, including the time between study time and lights out. Many

students continue studying after 10:00 p.m.; others go to bed; still others socialize or use the telephone. All students are expected to remain quiet during study hours and throughout the night.

Students must be in their own rooms with overhead lights out and other lighting subdued by 11:00 p.m. until at least 5:00 a.m.

### ***Basement Storm Shelter***

Recreational equipment in the Residence Hall basement includes shuffleboard, billiards, foosball, card, and table tennis tables. Additional equipment, like ping-pong balls and cue chalk may be loaned from the front desk. There are also sofas and a television. On weekends, DVDs may be loaned from the front desk.

The basement is usually open after classes until evening check-in on school days and for longer on weekends. Residence Life staff have discretion concerning whether the basement is open to students. Food and drinks are not allowed in the basement.

### ***Health and Dental Care***

Students who feel ill or become injured should alert the Residence Life Staff.

If students need medical attention while in residence, a member of the Residence Life Staff takes them to an Oklahoma Health Center clinic or OU Children's Emergency Room as appropriate. When possible, the Residence Life staff consults parents prior to taking students to the clinic or emergency room, and parents meet their students at the health care facility. Family health insurance is expected to cover the cost of treatment at Children's Hospital. Insurance co-payment is collected at the time service is rendered at the clinic or emergency room. Should the need arise for emergency dental work, Residence Life staff will contact parents to find a mutually agreeable course of action.

Residence Life staff can assist with picking up called-in emergency prescriptions if necessary, but please consult with Residence Life staff before having prescriptions called into area pharmacies. The family is expected to cover the cost of medications not covered by insurance.

Students requiring routine allergy treatment use the Oklahoma Allergy Clinic, a short walk from OSSM's campus.

Parents should provide transportation for required medical appointments other than those outlined above. Students may not drive themselves to medical or other appointments without the express consent of a parent and the Dean of Students.

Students must have prior approval from the Residence Hall Director to keep any medication or nutritional supplement (prescription or non-prescription) in their possession or dorm room. Failure to seek prior approval is a serious safety problem.

OSSM purchases and keeps a supply of the following over-the-counter medicines and first aid supplies:

Acetaminophen	Hydrocortisone ointment
Antacid	Hydrogen peroxide
Antibiotic ointment	Ibuprofen
Bandages, gauze, cotton balls	Loratadine
Diphenhydramine	Thermometers
Cough suppressant/expectorant	Throat lozenges
Decongestant	Other multi-symptom medications

Residence Life Staff administer prescription and over the counter medications at the Residence Hall's front desk, in consultation with parent(s) if possible.

A student who awakes in the morning and believes himself/herself to be ill should immediately dress and alert the faculty member or security officer on duty at in the Residence Hall front office. In case of illness or possible contagion, the Residence Life Staff may excuse students from school activities and require them to rest and recover in the Residence Hall. Students missing class and other activities because of illness are restricted to their rooms or other assigned locations (for example, an empty room) for the remainder of the day or until they return to class. In some cases, OSSM may ask parents to take sick students home in order to speed the recovery process and limit other students' exposure.

Students may not provide any medication to other students.

### ***Laundry***

Each student is responsible for his/her laundry and supplies. Coin-operated washers and dryers are on each floor of the Residence Hall. The cost is \$0.50 to wash and \$0.50 to dry.

### ***Religious Services***

OSSM recognizes the desire of parent(s) to have their children attend the religious services of their choice. Students may attend services if approved transportation is arranged. Students must return to school for evening study time.

### ***Money and Banking***

Students pay for incidental expenses (use of the washers/dryers, long distance calling card, snacks, movies, etc.). They should not bring large sums of money to OSSM. BancFirst, immediately adjacent to the campus, allows OSSM students to cash checks with a \$50.00 per check limit. Student ID is necessary to cash a check.

### ***Restaurants, Shopping, and Food Deliveries***

For students in good standing, OSSM offers limited transportation to Bricktown, parts of downtown Oklahoma City, Penn Square Mall, Wal-Mart, and other destinations on weekends.

Since the State of Oklahoma provides meals to students while they are in residence and to minimize disruption, students are prohibited from having off-site food delivered to campus on school days and school nights. Food deliveries are permissible on Saturdays after morning exams and Friday evenings of open weekends. Students may not invite delivery personnel onto campus and therefore should receive their deliveries at the gazebo gate. Qualifications for this policy are subject to change. For up-to-date information, inquire at the Residence Hall front office.

### ***Postal Services***

The post office delivers and picks up mail Monday through Friday.

Mail should be addressed to:

*Name of Student*

OSSM, Room #

401 East Park Place

Oklahoma City, Oklahoma 73104-2811

Students may find it handy to have a book of postage stamps for letters.

### ***Employment***

Each student is encouraged to achieve academic excellence at OSSM. The academic challenges faced by OSSM students create the need for a well-structured and comprehensive study program. Therefore, in order to help the focus remain academic, students may not engage in part-time or full-time employment or self-employment during the academic year. This policy in no way restricts summer employment opportunities.

# **POLICIES, PRACTICES, AND PROCEDURES**

## ***Behavioral Expectations***

Just as students must fulfill certain academic requirements to study at and graduate from OSSM, so students must comply with OSSM's behavioral expectations in order to live in its intensely academic community. Each student has the obligation to become familiar with the regulations and policies to which all students are held accountable. Parents and family members are asked to support these policies as accepted conditions of their student's continued enrollment at OSSM.

Behavior that violates the rights of others by disrupting the operation of a classroom, the Residence Hall, or any school activity is unacceptable. Exemplary behavior is expected in any venue, on campus or off campus, regardless of the activity, including the mall, Wal-Mart, Civic Center, etc.

Disciplinary sanctions may occur via an individual conference and result in in-hall or in-room restrictions, detention, removal from class, or expulsion from OSSM.

The following behaviors will result in disciplinary action:

- Violation of any OSSM rule, regulation or policy
- Violation of any local, state, or federal law
- Violation of the OSSM Acceptable Use Policy
- Bullying, fighting, hazing, harassment, vandalism
- Dishonesty, lying, cheating, stealing
- Gambling
- Truancy and tardiness
- Possession or use of tobacco
- Possession, use or being under the influence of intoxicating substances
- Abuse of prescription, over-the-counter drugs, or controlled substances
- Possession, threat, or use of a weapon
- Illegal or disruptive conduct off-campus
- Executing a false alarm
- Mistreatment of school property
- Engaging in a pattern of misconduct

This list is by no means exhaustive. Rather, it is meant to provide parents and students with examples of conduct that threaten the mission of OSSM.

OSSM expects students to act responsibly and make judgments and decisions which will impact their lives in a positive manner.

### ***Procedure for Major Infraction of School Policies or Rules***

OSSM's procedure for handling a major disciplinary problem is:

- The student is required to go home at the earliest possible opportunity following a serious offense to examine with her/his parents whether he/she has the requisite maturity to live away from home and whether he/she is willing to comply with school policies.
- A parent conference is scheduled if the student and parent(s) desire that the student continue schooling at OSSM. In either case, expulsion is a possible outcome.
- At a parent conference, both the student and her/his parent or guardian must be in attendance. OSSM is represented by the Dean of Students, Vice President for Academic Services, and President. The Dean of Students opens the meeting and makes a recommendation for disciplinary action or other sanctions. The Vice President for Academic Services is responsible for the final decision concerning the student's case and so may accept, modify, or reject the Dean of Students' recommendation. The President observes the proceedings to ensure fairness and learn case details in case of an appeal. If circumstances warrant (for example, an academic dishonesty case), the Vice President may elect to seek a recommendation from the Academic Committee rather than or in addition to the Dean of Students.
- If the student or the parents are not satisfied with the action of the Vice President for Academic Services, an appeal may be made to the President.

### ***Minor Infractions***

An Incident Report Form is filled out on each minor infraction. The Incident Report Form provides a means of monitoring student behavior to ensure that a pattern of inappropriate behavior does not develop. A member of the Residence Life Staff discusses (or emails) matters reported on Incident Report Forms with the student(s) involved. The student(s) may be assigned punishment when, in the judgment of the Dean of Students, it is warranted. Patterns of unacceptable behavior may warrant escalation in the form of parent involvement and/or initiation of the Procedure for Major Infraction.



### ***Privacy, Entry and Search***

Students' desires and requirements for privacy in their rooms and their vehicles must be balanced with OSSM's responsibility for the students' safety, health, and well-being while they are in residence. Hence, the following guidelines apply:

- OSSM and contract maintenance personnel are routinely granted access to student rooms while the students are not present.
- Residence Life Staff inspect all rooms immediately after closing the dormitory for extended weekends and vacation periods. The purpose of this inspection is to ensure that all windows are properly secured, the lights are off, air conditioners and other equipment are turned to appropriate settings, and rooms are clean.
- School personnel may inspect a student's room when the student is not present if the student fails to appear on time for a scheduled room inspection.
- School personnel may enter a room if the student does not answer a knock at the door in order to check on a student who is thought to be ill, when looking for a student who has not reported to a scheduled activity or event, to check on a student who has or is believed to have overslept, or whenever a violation of rules is suspected.
- The Vice President for Administrative Services or Dean of Students may authorize a search of an individual student's room, a student's vehicle or other belongings, several rooms, or the entire dormitory when a violation of law has occurred or is suspected or there is reasonable suspicion that contraband exists in the dorm or vehicle and such a search may produce evidence of same. When this type of search is required, two faculty or staff members conduct the search and are authorized to confiscate any stolen, prohibited, or otherwise illegal material. Where time is of the essence, or such a search would distract from the academic program, students need not be present during the search.

### ***Alcohol/Drug/Tobacco Policy***

Possession or consumption of alcoholic beverages by persons under 21 is illegal. OSSM does not tolerate student possession or use of alcoholic beverages. The possession, sale, use of illegal drugs, or abuse of prescription or over-the-counter drugs is also not tolerated.

If it is determined (by observation, by the odor of alcohol, or through other means) that a student has consumed a mood-altering substance, that student will have committed a major offense and will be subject to severe consequences.

OSSM is designated a tobacco-free environment. Tobacco possession and use are not permitted in any of its facilities.

### ***OSSM Acceptable Use Policy***

The Oklahoma School of Science and Mathematics operates a computer network for use by faculty, staff, and students. This system is owned by the State of Oklahoma and made available for educational purposes. This policy applies to all users of the system whether operating OSSM provided computers or personal computers attached to the network.

Network activity is logged by OSSM and agencies of the State of Oklahoma to ensure compliance with this policy and state and federal laws and regulations. Use of the network systems at OSSM is considered approval to conduct such monitoring.

OSSM requires from all its users the highest standards of integrity, respect for other users, and regard for the system and its components.

1. **Acceptable Use** - Use of the OSSM network for educational and research purposes consistent with the objectives of the Oklahoma School of Science and Mathematics is acceptable.

- Transmission or acquisition of any material in violation of law or regulation is prohibited.
- Use for product advertisement, political activity, personal gain, or commercial activity is prohibited.
- Users may not provide network or Internet service to other OSSM users or any Internet users without permission from the network administrator, including deployment of ad hoc networks on the OSSM campus.
- Use of outside network resources to circumvent these policies is prohibited.
- Activities that result in complaints from other Internet operators will be reviewed with respect to the standards of this policy.

2. **Privileges and Restrictions** - Use of the network is a privilege, not a right.

- During school hours and study hours student use of the network is restricted to academic activities directly related to current enrollment or mentorship requirements.
- Use of network services provided by other commercial, public, or private organizations via the Internet may be restricted. The Dean of Students determines what specific Internet services are consistent with the OSSM's goals and objectives.

- Students on advised academic standing may be subject to additional network access restrictions.
  - Junior students may not bring personal computers (desktops, laptops, tablets, etc.) to school until the Academic Committee has evaluated their first six-week grades. Personal computers can be connected to the Internet with the approval of the Academic Committee after evaluating the first six-week grades.
  - Recreational computing and social networking is permitted during non-school hours.
  - Students found violating OSSM's Acceptable Use Policy are subject to disciplinary action, including but not limited to loss of access to the OSSM network.
3. **Network Etiquette** - Students are expected to demonstrate correct and proper behavior.
- Be polite. Antisocial comments or language is unacceptable.
  - Do not reveal personal information such as addresses or phone numbers, whether one's own or another's.
4. **Email** - Electronic mail is provided to all users for conducting the official business of OSSM and for maintaining public professional dialog.
- A user must not in any way attempt to access any electronic message not explicitly directed to their account.
  - Students are required to use the OSSM provided email service.
5. **Security** - If a user observes a deficiency in system security report it immediately to the network administrator.
- Do not open or modify the hardware or software of an OSSM provided computer.
  - Do not circumvent OSSM firewalls or internet filters. Requests for access to blocked websites should be submitted to the network administrator or Dean of Students.
  - Do not allow other users to operate your computer remotely.
  - Never let another person use your account (and never use another person's).
6. **Malicious Activities** - Any attempt to harass, harm, or damage any local or Internet user or any attempt to damage data or property of OSSM or any Internet user is an egregious breach of this policy.

*OSSM makes no warranties of any kind, whether expressed or implied, for the service it is providing. OSSM will not be responsible for any damages. This includes loss of data resulting from delays, nondeliveries, errant deliveries, or service interruptions caused by negligence, errors, or*

*omissions by OSSM or its users. OSSM specifically denies any responsibility for the accuracy or quality of information obtained through its services.*

### ***Classroom Behavior***

Students are expected to respect faculty, staff, campus guests, fellow students, and school property. Food and beverages are prohibited in academic buildings with the exception of the student lounge. Professors may direct disruptive students to leave class. These students must then report to the Vice President for Academic Services or Dean of Students for further action.

Failure to attend or sleeping during mandatory school activities may indicate that a student is experiencing a mental health issue or lacks the maturity to manage her/his self care away from home. In either case, the student may be referred to the Vice President for Academic Services or Dean of Students for further action, including disciplinary sanctions or recommendation that parents consult a health care professional.

### ***Appropriate Dress***

Moderation, good taste, and modesty provide students with the best guidelines in choosing what to wear, when, and where. Students live here, work here, study here, play here, and sleep here. Appropriate dress to a large degree is determined by the venue in which students find themselves. OSSM generally enforces the following guidelines with the awareness that exceptions may be warranted in certain cases (religious requirements, accommodations for disability, etc.). When necessary, exceptions are granted by the Dean of Students

In general, clothing, makeup, hairstyles, and jewelry worn by OSSM students should not be distracting or disruptive or attract undue attention. Clothing should cover one's back, shoulders, and intimate parts. Dresses, skirts, and shorts, when worn, should not be excessively short (above the wearer's fingertips). Other clothing that is inappropriate for most campus venues includes cutoffs, scrubs, leggings worn as outer wear, sweatpants, loungewear, crop tops, leotards, undershirts, tank tops, sports bras worn as outer wear, and odorous athletic wear. Tasteful piercing jewelry may be worn only on the ear lobe; no other areas of the body may have visible piercing jewelry. "Gauge piercings" are prohibited. Tattoos are discouraged, and visible tattoos are prohibited. Hats or caps are not worn inside buildings at OSSM. Footwear is always advised.

Regardless of the venue clothing should be neat, clean, and appropriate. An OSSM employee may ask a student to return to the Residence Hall to change if the student's clothing is distracting or otherwise inappropriate.

*Manning Academic Center, Samson Center, Shedrick Library*

Boys: shirts or T-shirts designed as outerwear, trousers or jeans, shoes.

Girls: dresses, skirts, shirts or T-shirts designed as outerwear, cropped pants, slacks or jeans, shoes.

Not all footwear is appropriate for school. Open-toed or open-heeled footwear (sandals, clogs, mules) is not appropriate for academic venues.

On most evenings after 5:00 p.m., the Manning Academic Center allows a relaxed dress code, permitting students to wear shorts and sandals for study sessions, Fine Arts classes, structured study, practice of musical instruments, and use of the computer lab. However, in case of guest speakers, Fine Arts performances, presentations from college representatives, standardized testing, etc., students should adhere to the daytime dress code.

Occasionally, dressier attire is appropriate for special assemblies, guest speakers, special outings, etc. It is a good idea to have some dressier clothing at school.

Boys: shirt and tie, jacket, dress pants, shoes with socks.

Girls: suits or pantsuits, dresses, skirt or dress pants and blouse, shoes with hosiery.

*Little Residence Hall Common Areas*

The Residence Hall is a multi-purpose facility; therefore, students are afforded much greater latitude in their choice of attire for different purposes and different areas within the Residence Hall. However, students are expected to choose attire reflecting moderation, good taste, and modesty. Pajamas, robes, loungewear, midriff shirts, boxers, etc. are only appropriate within the respective boys' and girls' dormitories of the Residence Hall. Appropriate footwear is required at meals.

*Boys' and Girls' Dormitories*

Students are expected to be dressed when they leave their rooms even for short trips to the bathroom or shower. It is inappropriate to appear outside of the room or the bathroom in underwear, a towel, shirtless, or otherwise scantily clad. For example, it is fine to leave the shower in a robe, or pajamas, but it is not appropriate to leave the girls' or boys' dormitory in

that sort of attire. Bare or stocking feet are fine in the dormitories (though inadvisable) but inappropriate in the common areas of the Residence Hall.

### *Gymnasium*

Whether participating in a Physical Education class or using the gym for recreation, OSSM expects the students' athletic attire to meet the standards of moderation and modesty mentioned earlier.

**Gym Shoes:** Students need athletic shoes that they wear only at the gym. Gym shoes should be carried to and from the gym, rather than worn enroute to ensure that dirt, grit, and stones are not brought onto the hardwood floor.

**Other Gym Clothing:** Tops are to be loose fitting with sleeves, free of buttons, snaps, and zippers. Bottoms are to be loose fitting, shorts or long pants, free of buttons, snaps, and zippers. Cut offs, or jean shorts, are not acceptable. Socks are mandatory.

Jewelry and other valuables should be left at the dormitory. DO NOT bring jewelry or other valuables to the gym and expect to store them there.

### *Physical Intimacy*

OSSM prohibits sexual activity between and/or involving students. Students considering sexual activity should speak with counselors, health educators, parents, and/or religious professionals about issues of intimacy and sexual responsibility.

Students are expected to maintain a respectful and respectable demeanor with regard to public displays of romantic and sexual affection. These behaviors are often inappropriate and cause great discomfort for bystanders (including fellow students, OSSM employees, and campus visitors). Students should refrain from them and gratuitous occupations of others' personal spaces. For the purposes of this policy, all areas of the campus open to students are considered public, including dormitory rooms.

When in doubt, ask, "Would this action undermine the professional atmosphere of OSSM, for fellow students, faculty and staff, or campus guests?" or "Would knowledge of this action or having to discuss this action with OSSM administration and my parents cause discomfort for me or my family?"

### *Harassment*

OSSM strives to provide a safe and supportive environment for students to live and study. Since bullying, hazing, and other forms of harassment undermine such environments, they are treated as serious offenses. Every

student in good academic and disciplinary standing should be fully able to benefit from the services, activities, and opportunities offered by OSSM.

Students who experience or witness any form of harassment are strongly encouraged to inform school administrators immediately. OSSM employees specifically tasked to respond in such cases include the Academic Counselor, Residence Hall Director, and Dean of Students.

Generally, bullying consists of unwanted aggression. Hazing consists of humiliation-based initiations. All forms of harassment involve the violation of the victim's dignity. Often harassment is based on the victim's race, color, national origin, sex, disability, or religion, but other forms of hostility may also constitute harassment. Harassing behaviors may be extreme (involving physical aggression or stalking) or more subtle (for example, profanity, teasing, or exhibiting pornography). Further questions about what constitutes harassment should be directed to school officials.

### ***Vehicles***

OSSM permits students to have vehicles on campus for the purpose of a *single* overnight trip to and from home each weekend. Students are expected to

- Drive responsibly,
- Make their way home in a timely and direct manner,
- Respect state and local traffic laws,
- Submit their keys upon arriving or returning to the Residence Hall,
- Register their vehicle(s) with the office of the Dean of Students,
- Park in blue-designated student parking areas, and
- Obtain and submit prior written permission from the parents of both households before transporting other students (see also "Leaving Campus" in this section).

Except in rare cases, students are prohibited from driving during the school week or to any place other than the student's home. In case of hazardous conditions (inclement weather, late night), a Residence Life Staff member may choose not to allow a student to drive himself or herself.

### ***Telephones***

Each floor of the Residence Hall has a telephone for student use. Parents may obtain phone numbers for these phones during the school year.

Students may not use phones during study hours or after bedtime. Parents are asked not to call students during these hours as well. OSSM understands that there may be circumstances when a parent-student

conversation must occur during study time. Please contact the Residence Life Staff if an exception is warranted.

Parents may contact the Residence Hall by calling (405) 522-1909 any time of day or night while students are in residence. Calls during study time or after bedtime should be of an urgent nature.

Students may call home during the school day from the Manning Academic Center. Calling cards are required for long distance calls.

For cellular phone policies, see “Cellular Devices” under “Residence Life.”

### ***Off Campus Sign In/Out***

All students are required to gain approval before leaving campus and to sign in upon returning. Approval and sign in are handled by the Resident Life Staff and, when appropriate, by the mentorship coordinator and other administrators. Off campus sign in/out is distinct from evening check in, addressed later in this section.

The approval granted in the off campus sign out procedure is merely a safety precaution. It does not give students permission to miss class or other mandatory school events (see “Attendance” under “Academics”), nor does it allow them to circumvent the requirements for leaving campus outlined in the next section.

OSSM issues each student a sign in/out card on move-in day. The card serves as a

- Marker of the student's presence or absence;
- Log of the student's comings and goings as well as the student's items kept at the Residence Hall (vehicle keys, cell phone, medicine); and
- Record of the student's individual carpool, on campus visitor, and off-campus visitor permissions.

The sign in/out card must never leave the OSSM campus. If the student is off campus, the card should be in a designated location to mark the student's absence. Otherwise, the card should be with the student (either in the student's room or on her/his person). Additions and deletions to the individual permissions listed on the card must be made by a parent through the Residence Life Staff.

When signing out, students should be accurate and specific in giving their destinations, departure times, and expected return times. If plans change or there is a delay, contact the Residence Hall reception desk at (405) 522-1909 or the OSSM Main switchboard at (405) 521-6436 as soon as possible.



## *Leaving and Returning to Campus*

In most cases, students leaving campus leave under one of eight circumstances. It is the student's responsibility to obtain appropriate permissions before attempting to leave campus. Scenarios that do not fit the cases outlined below must be cleared through the Dean of Students.

- A faculty or staff member transports the student using a state, personal, or chartered vehicle. This occurs in cases of all-school or all-class outings, when a professor treats his/her class, weekend van trips, and urgent medical appointments.
- The student checks out with a parent or legal guardian. Students may leave with parents during the school day so long as they do not miss class and obtain permission from the Dean of Students. See "Off Campus Sign In/Out" above and "Attendance" in the "Academic" section.
- The student leaves with a person on his/her off-campus visitor permission list (see previous section). When signed out with a non-parent, the student is required to (a) specify his/her destination(s) and expected return time, (b) stay within 30 minutes of the OSSM campus, (c) be gone no longer than six hours, and (d) comply with the OSSM absence policy. Generally, students may not leave with peers (under age 22) on school nights. Parents may be alerted when students check out with peers on weekends.
- The student leaves with a person on his/her carpool list (see previous section). When signed out to carpool, the student has permission to travel with the driver to the student's home (not the driver's home or anywhere else). Additions and deletions to the carpool list must be made by a parent. See "Vehicles" in the section above.
- The student leaves on foot. There are occasions when walking from campus is appropriate. Students may sign out to visit the bank adjacent to campus (see "Money and Banking" under "Residence Life"). Many students find mentorships at the University of Oklahoma Health Sciences Center (see "Mentorship" under "Academics"). Some students require regular medical treatments at the nearby allergy, adolescent, and other clinics. Students who leave campus on foot are often required to travel in pairs as a safety precaution.
- The student drives. At OSSM, student vehicles are generally used only for travel to and from the student's home. See "Vehicles" in this section.
- Overnight visits to locations other than the student's home. These are handled on a case-by-case basis, regardless of the student's recorded carpool and visitor permissions. Parents are requested to

mail, email, or fax permission to the Dean of Students in a timely manner. Should unusual circumstances make written notification impossible, parents must speak directly with the Dean of Students.

- Public transportation, the Oklahoma City EMBARK system. Students may not ride the bus without the permission of their parents and the Dean of Students. Students who use public transit may be required to take additional safety precautions.

In any case, it is the student's responsibility to seek approval from a school administrator and sign out when leaving campus (see “Off Campus Sign In/Out” in this section).

Sundays through Thursdays and Fridays preceding tests, students must return to the Residence Hall with time to begin studying by 8:00 p.m. On evenings without mandatory evening study time, students must return before 10:30 p.m. Upon returning to campus, students should sign in immediately in order to alert OSSM staff to her/his return.

### ***Evening Check In***

Students are required to check in at the Residence Hall before 8:00 p.m. on evenings with mandatory study time. Whereas signing in from off campus communicates the student's return to OSSM, evening check in is the student's way of saying that s/he does not plan to leave the Residence Hall again until morning and is ready to commence with evening study activities. Students should finish with other tasks, like escorting guests to the parking lot, acquiring and assembling study snacks, and changing clothes or showering before evening check in. On evenings without mandatory study time, students check in before 10:30 p.m. It is the sole responsibility of each student to ensure that s/he checks in successfully.

### ***Visiting Guidelines***

Non-parent visitors may access the OSSM campus through the Senator Bernice Shedrick Library. Other buildings are normally locked. Visitors are required to

- Check in at the library reception or security desk
- Be authorized via the student's on-campus visitor permission form,
- Remain outside the opposite-gendered dormitory, and
- Leave before study time or 10:30 p.m. on night without mandatory study time.

Students are responsible for guests and held accountable for any misconduct. Former students who did not graduate from OSSM are generally not permitted to visit or participate in school activities.

### ***Parent Visiting***

Once a parent becomes familiar with his/her student's schedule, he/she should feel free to “drop-in” anytime the student is not scheduled for class or study time. Parents are welcome to attend assemblies, guest lectures, performances, join students at any meal, etc. On school nights, please plan to leave before study time begins. On weekend nights, depart before 10:30 p.m.

Parents should identify themselves to the receptionist (during regular hours) or security personnel (evenings and weekends). They will be provided a visitor keycard for the Residence Hall front door, the Manning Academic Center front door, as well as the main doors of the library (evening and weekends). Visitor keycards should be returned to reception or security upon leaving the campus. Student keycards operate, among other things, the gate between the parking lot and campus. Parents may leave through the gazebo if their students accompany them back to the parking lot. Drop off the visitor badge at the Residence Hall if leaving through the gazebo. Personalized parent ID badges that allow access to the gazebo gate, Residence Hall, and Manning Academic Center are available for a \$20.00 fee.

When visiting at the Residence Hall, family members should check in at the front desk prior to going upstairs. Siblings should comply with the “same sex” visiting policy (brothers, please stay out of girls' dorms and sisters, please stay out of boys' dorms). Siblings may visit in the Great Hall, lobby, and other common areas of the campus.

When departing, family members should check out at the front desk. Doing so helps the Residence Life Staff in monitoring traffic within the hall.

# PARENT POSTSCRIPT

## *Message from the Dean of Students*

Your home may seem a bit empty when you return after settling your child in but adjustment is merely a matter of time for you and your son or daughter. The initial excitement of meeting new people, receiving new books, decorating rooms, and beginning classes should keep a student's mind off separation from home for a while, but thoughts of home will return soon after the newness wears off. Although faculty, staff, and administrators make every effort to provide the individual attention needed, your support at this time is invaluable. A few suggestions:

- Arrange a regular calling time to phone or have your child phone you. Please do not call during the students' study time.
- Keep the letters coming and include newspaper clippings with hometown news.
- Remember that care packages are greatly appreciated. Your generosity will be shared among roommates and schoolmates.
- Visit the campus at your convenience.
- Junior parents don't miss the special Junior Parents' Day.
- Get involved with the OSSM Parents Association and help out with campus activities. It is a great way to give support to and get to know more about OSSM.
- Have confidence that your sons and daughters remember what you have taught them and continue to need your love, support, and attention.

Remember: If you wonder why we are doing something, or things just do not seem right, or if you are worried or concerned about your son or daughter, please call:

- Any professor, Faculty Advisor, or Counselor at (405) 521-6436. Leave a message if necessary; we will return your call.
- Residence Hall Director can be reached at (405) 522-1909.
- Dr. Shrock, Dean of Students, can be reached at either of the above numbers.
- Dr. Liu and Dr. Wang can be contacted at the Manning Academic Center (405) 521-6436, 8:00 a.m. to 5:00 p.m., Monday through Friday, or at (405) 519-2702 and (469) 371-3362, respectively, after hours.

Email addresses:

- Christopher.Shrock@ossm.edu;
- Xifan.Liu@ossm.edu;
- Frank Wang@ossm.edu.

Student, faculty, staff e-mail addresses: OSSM e-mail addresses are composed of the legal first name and last name as follows: First.Last@ossm.edu., (for example, Abby Smith (Abigail Smith) email address would be Abby.Smith@ossm.edu or John Smith's email address would be John.Smith@ossm.edu).

***In Case of an Emergency:***

Please notify Dr. Shrock or Dr. Wang during school hours or the Resident Faculty member on duty at the dormitory evenings and weekends.

Mon.-Fri., 8:00 a.m. – 5:00 p.m.: (405) 521-6436 (Main Switchboard)  
Other times: (405) 522-1909 (Residence Hall Office)  
Alternative number: (405) 522-7882 (Security Office)

In each instance the faculty member will obtain all necessary information, explain the situation to your child, and be there to support your child when s/he returns your call.

# APPENDIX

## *Notification of Asbestos Inspection*

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), OSSM performed an inspection of its school building for asbestos-containing building materials and have had an accredited management planner review the results of this inspection and abatement procedures. Based on this review, an AHERA Management Plan has been developed.

The results of this inspection and the management plan are in OSSM's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday-Friday, 8:00 a.m.-5:00 p.m.).

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THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS  
1141 NORTH LINCOLN BLVD.  
OKLAHOMA CITY, OK 73104  
(405) 521-6436

